

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES
Title: PERSONAL/EMERGENCY LEAVE
Date Adopted: August 17, 1981
Date Last Revised: June 16, 2003

536. PERSONAL/EMERGENCY LEAVE

- .1 Pursuant to the provisions of this policy, the following guidelines provide for a classified employee’s absence for emergency leave when not otherwise covered by the terms of a collective bargaining agreement.
- .2 The Board has the authority and responsibility to establish reasonable guidelines that specify the manner of proof of emergency leave, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.
- .3 Whenever an employee has accumulated thirty (30) or more days of unused sick leave as of July 1 of each year, the employee will be credited with a personal/emergency day for that year in addition to earned sick days. Personal and emergency leave days shall not be cumulative. Emergency leave determination shall be subject to approval of the Superintendent.
- .4 Request for emergency leave shall be made to the Superintendent, or his/her designee, who reserves the right to verify such request by any appropriate means.
- .5 Employees wishing to observe religious holidays may use earned vacation time for that purpose.